# Auditor User ID and UII Registration

If you are an auditor and already have a multifamily ID number, to gain access to LEAP, you must convert your multifamily ID number. Continue through the registration process noted below. Once you submit your application your ID will be converted. You will use your same id number to log in to LEAP.

Independent Public Accountant (IPA) Registration

Unlike a lender, auditors **DO NOT** access FHA Connection to register for a User ID. All auditors must access Secure Systems to begin the setup process for LEAP.

Step 1: Access Secure Systems by navigating to the following website: http://www.hud.gov/offices/reac/online/online_registration.cfm

Step 2: From the main menu, select 'Independent User' from the list. (See Below)
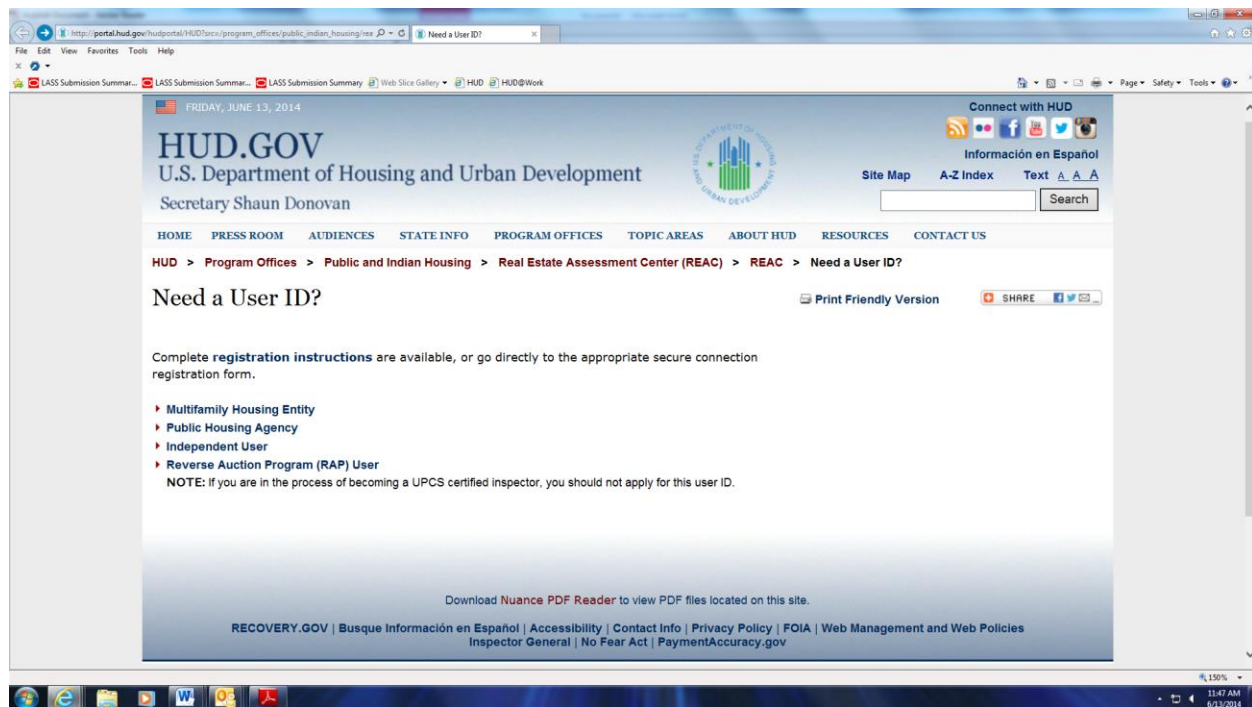
Step 3: Fill out the registration form in its entirety and hit 'Send Application' at the bottom. The User ID (starting with 'I') will be sent to the auditor via email within 24 hours. The password will not be included in the package so the applicant must ensure that he/she remembers it from the application form.

***Note:** The auditor **IS NOT** registered for a **Unique IPA Identifier (UII)** at this time. To apply for a UII number, reference UII Registration in the next section.*

Unique IPA Identifier- UII Registration

Only one UII number is generated per auditing firm. If the auditor already has a UII number, there is no need to apply for another.

Step 1: Once the applicant has received a User ID via email, he/she must contact the Application Coordinator at his/her client's office and provide the FHA Connection Application Coordinator the User ID that was emailed to him/her.

Step 2: The lender will use the ID to assign the auditor the role of IPA. This role allows the auditor to attest to the lender's financial report.

Note: *The auditor* will not *have the necessary access to apply for the UII number until the lender assigns the IPA role.*

Step 3: After the FHA Connection Application Coordinator has assigned the auditor the 'IPA' role, the auditor must login to Secure Systems at **http://www.hud.gov/offices/reac/online/reasyst.cfm** using the User ID and password received via the process described above.

Step 4: From the Main Menu, click on the Unique IPA Identifier (UII) Registration link. (See below)

Step 5: Re-enter your user ID and password at the login screen and click 'OK'. (This will be the same user ID and password the user entered in Step 3 above.)

Step 6: Click on the 'Create New Profile' link.
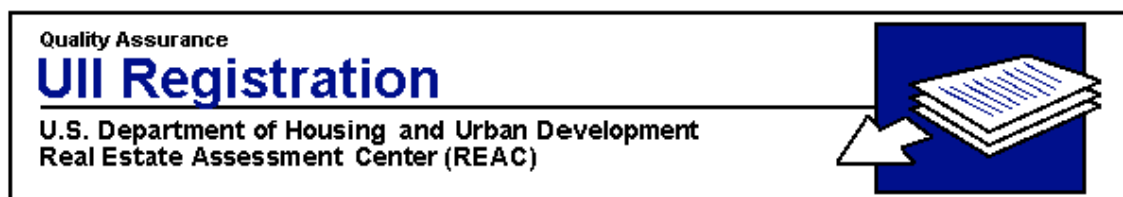
Main Menu

Please select what action you would like to perform from the selections below:

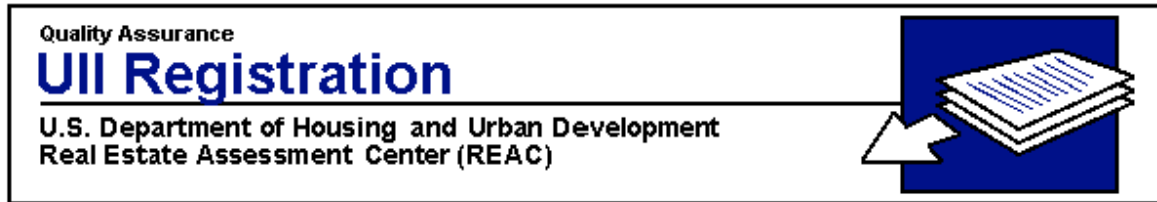Create New Profile   Update Existing Profile   Recall Unique IPA Identifier (UII)

Step 7: Click on 'Independent Public Accounting Office'. (See below)

Quality Assurance
UII Registration
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

QASS Header Image Audit Office Classification

Please select whether you are registering for an independent public accounting office or for a state auditor office:

Independent Public Accounting Office

State Auditor Office

Step 8: Enter the EIN and zip code of the IPA firm and click 'Go'.

Quality Assurance
UII Registration
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)
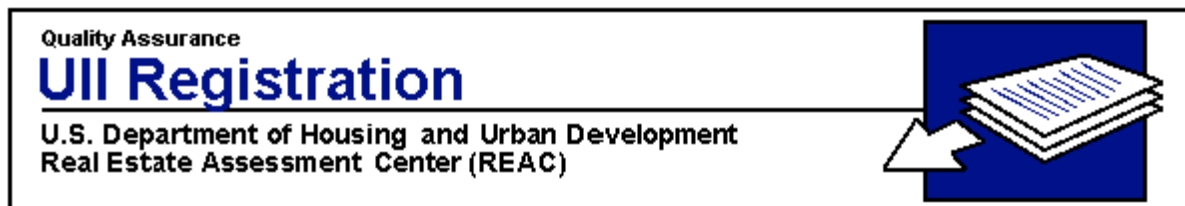
Main Menu | Create IPA Office Profile

Please enter your office EIN and Zip Code below and then click the Go push button:

*EIN: 000000000

*Zip Code: 00000

Go

Step 9: Fill out the UII Application form completely and hit 'Go'. (See below)

*Audit Office State:	AA ▼
*Audit Office Zip Code:	
Audit Office Zip Code Extension:	
*Audit Office Phone Number:	( ) -
*Auditor Contact First Name:	
Auditor Contact Middle Name:	
*Auditor Contact Last Name:	
*Auditor Contact Title:	
*Auditor Contact Phone:	( ) -
Auditor Contact Phone Extension:	
Auditor Contact Fax:	( ) -
*Auditor Contact Email:	
	Go Reset
	By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.
	Line items denoted by an asterisk (*) are required fields.

Step 10: After the application is processed (should take only a few seconds) a 5-digit number is generated. This number is the UII number.

Step 11: The UII number must be given to whomever is filling out the financial submission within LEAP. There is one line item within the submission that requires the UII number.